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GOVERNOR

STATE OF TENNESSEE
DEPARTMENT OF EDUCATION
DIVISION OF SPECIAL EDUCATION
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NASHVILLE, TN 37243-0380

TIMOTHY K. WEBB, Ed.D.
COMMISSIONER

LEA COMPREHENSIVE APPLICATION FOR SPECIAL EDUCATION SERVICES

Tennessee Code Annotated §49-10-302
Public Law 94-142, as amended
Public Law 105-17, as amended
Public Law 108-446

TO BE COMPLETED BY LOCAL SCHOOL SYSTEM

Compliance Assurance and Statistical Information	July 1, 2008 – September 30, 2009
School System:	Washington County Schools
Director of Schools:	Ronald A. Dykes
_____ Signature	
_____ Date	
E-Mail Address:	bryantc@wcde.org
Name of Program Contact Person:	Dr. Susan Belcher
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Address:	405 West College Street Jonesborough, TN 37659
	Telephone No.: 423-753-1100

TO BE COMPLETED BY THE STATE DEPARTMENT OF EDUCATION

Amount of IDEA, Part B Funds Approved:	\$ 1,641,505.00	Permissive Use of Funds Requested for:
Amount of Preschool Grant Funds Approved:	\$ 49,446.00	A B C
_____ Signature (Authorized State Department of Education Official)		Date

Must be submitted to your Management Consultant on or before July 1, 2008.

**TCA 49-10-302
Section 612 (a) (11)**

**COMPLIANCE ASSURANCE
AND
STATISTICAL INFORMATION
FOR
SCHOOL YEAR 2008-2009**

TABLE OF CONTENTS

	Page
Cover Page	
Compliance Assurances for IDEA Grant Funds.....	1-2
Instructions to open Financial Calculation Pages	i
Instructions for Students with Disabilities to Receive Special Education Services	ii
A. Students with Disabilities to Receive FAPE Services by the School System	3
A. Options to be Provided.....	4
B. Financial Information	
1. Permissive Use of Funds & Worksheets.....	5
2. Estimated Expenditures.....	6-13
3. Estimated Expenditure Summary.....	14
4. Part B/Preschool Equipment	15
5. Line Item Justification for the Expenditure of IDEA, Part B & Preschool (Attach as needed)	
6. Non-Supplanting/Maintenance of Effort.....	16
D. Cooperative Agency Agreement for IDEA, Part B	17
E. Cooperative Agency Agreement for IDEA, Preschool.....	18
Appendix.....	19

NOTE: IF YOU ARE SUBMITTING YOUR FINANCIAL SPREADSHEETS USING THE LOCAL GOVERNMENT SOFTWARE, IN ORDER FOR THE REVIEWER TO DETERMINE THAT FEDERAL FUNDS ARE SUPPLEMENTAL TO THE GENERAL PURPOSE FUNDS, YOU MUST ADD FTEs TO THE JUSTIFICATION PAGES FOR GENERAL PURPOSE, IDEA AND PRESCHOOL.

COMPLIANCE ASSURANCES FOR USE OF IDEA FUNDS

The applicant hereby certifies to the Commissioner of Education that the representation made in this application properly reflects the projected pupils, personnel, and expenditures to be incurred in the operation of the special education program for pupils with disabilities conducted within the school system, that the expenditures for services and goods will be made exclusively for the benefit of pupils which meet the eligibility criteria established by the Department of Education, and that personnel assignments and other documentation of expenses will be readily available for audit. All records necessary to ensure the correctness of the information provided by the agency will be kept five years beyond the final reporting date and access to such records will be provided to the State Department of Education.

The Local Education Agency (LEA) hereby assures the State Education Agency (SEA) that the LEA meets each of the following conditions:

1. Special Education and Related Services will be provided in compliance with the established Tennessee Rules, Regulations & Minimum Standards.
2. The LEA, in providing for the education of children with disabilities within its jurisdiction, has in effect policies, procedures, and programs that are consistent with the State policies and procedures established under §612.
 - a. A free appropriate public education (FAPE) is available to all children with disabilities, as defined under §602(3) and who have a current individual education program (IEP), residing in the State between the ages of 3 through 21, inclusive, including children with disabilities who have been suspended or expelled from school. 612(a)(1)
 - b. The LEA has established a goal of providing full educational opportunity to all children with disabilities and a detailed timetable for accomplishing that goal. 612(a)(2)
 - c. All children with disabilities residing in the LEA, including children with disabilities who are homeless children, or are wards of the State, and children with disabilities attending private schools within the LEAs jurisdiction, regardless of the severity of their disabilities, and who are in need of special education and related services, are identified, located and evaluated and a practical method is developed and implemented to determine which children with disabilities are currently receiving needed special education and related services. 612(a)(3)
 - d. An individualized education program (IEP), or an individualized family service plan (IFSP), that meets the requirements of section 636(d), is developed, reviewed and revised for each child with a disability in accordance with section 614(d). 612(a)(4)
 - e. To the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. 612(a)(5)(A)
 - f. Children with disabilities and their parents are afforded the procedural safeguards required by §615. 612(a)(6)
 - g. Children with disabilities are evaluated in accordance with subsections (a) through (c) of § 614. 612(a)(7)
 - h. LEAs will comply with §617(c) relating to the confidentiality of records and information. 612(a)(8)
 - i. Children participating in early intervention programs assisted under Part C, and who will participate in preschool programs will experience a smooth and effective transition consistent with §637(a)(9). LEAs will participate in transition planning conferences arranged by the Lead Agency under §635(a)(10) and an IEP or, if consistent with sections 614(d)(2)(B) and 636(d), and IFSP will be developed and implemented by the third birthday. 612(a)(9)
 - j. Ensure that all requirements under §612(a)(10) regarding Children In Private Schools are being carried out in a manner consistent with the statute.
 - k. Ensure that all requirements under T.C.A. §49-10-107, T.C.A. §49-10-305 and T.C.A. §49-10-701, regarding Contracts for Special Education Services are being carried out in a manner consistent with the statute.
 - l. The LEA shall ensure that all personnel necessary to carry out this part are appropriately and adequately prepared, subject to the requirements of § 612(a)(14) and § 2122 of the Elementary and Secondary Education Act of 1965. 613(a)(3)

- m. This LEA will either choose to coordinate with the National Instructional Materials Access Center when purchasing print instructional materials in accordance with section 612(a)(23) or will provide instructional materials to blind persons or other persons with print disabilities in a timely manner. 613(a)(6)
- 3. The LEA shall provide the SEA with information necessary to enable the SEA to carry out its duties under this part, including, with respect to Sections 612(a)(15) and 612 (a)(16), information relating to the performance of children with disabilities participating in programs carried out under this part. 613(a)(7)
- 4. The LEA shall make available to parents of children with disabilities and to the general public all documents relating to the eligibility of such agency under this part. 613(a)(8)
- 5. The LEA shall cooperate under section 1308 of the Elementary and Secondary Education Act of 1965 to ensure the linkage of records pertaining to migratory children with disabilities for the purpose of electronically exchanging, among the States, health and educational information regarding such children. 613(a)(9)
- 6. Subject to section 613(b)(3), the LEA application submitted to the SDE shall remain in effect until the LEA submits to the SDE such modifications as the LEA determines necessary. 613(b)(2)
- 7. Ensure that all requirements under §613(a)(5) regarding treatment of Charter Schools and their students are being carried out in a manner consistent with the statute.
- 8. Children with disabilities served with IDEA funds shall be counted in the same manner as children without disabilities to supplement the academic program funds earned and paid from the Basic Education Program. TRR&MS 0520-1-9-.03 (3)(a)
- 9. Funds provided under IDEA will be used to pay the excess cost of providing special education and related services to children with disabilities; shall be used to supplement the State, Local and other Federal funds and not to supplant such funds; and shall not be used, except as provided in §613(a)(2)(B)-(C) to reduce the level of expenditures. §613(a)(2)(A)and §612(a)(17), TRR&MS 0520-1-9-03(2)(k)(4)
- 10. According to Rule 0520-1-9-14(6)(a), procedures for providing an independent education evaluation (IEE) upon parental request have been submitted and approved to the Department of Education. Any future revision to the IEE procedure will be submitted to the Department for approval.
- 11. According to TCA 9-1-104 (a) & (b) *Maximum class size*, our LEA case load and class size standards have been submitted and approved by the Department. There have been no changes since the original submission. (The State will review LEA caseload and class size standards for compliance.) Any future LEA updates or revisions will be submitted to the Division of Special Education for approval and for reference purposes.
- 12. Children with disabilities served with IDEA funds have at least the same average amount spent on them, from sources other than Part B, as do the children in the school system taken as a whole. TRR&MS 0520-1-9-.03 (3)(a)(b)

Signature of Director of Schools

Date

**A. Children With Disabilities To Receive
Free Appropriate Public Education Services from the School System
2008-2009**

DISABILITY	(1) Within School System		(2) Contractual Agreement		(3) Total to Receive FAPE		(4) # Receiving Special Transportation		(5) # Private School Students Placed by LEA Receiving Services		Placed by Parents	
	3-5	6-21	3-5	6-21	3-5	6-21	3-5	6-21	3-5	6-21	(6a) # Private School Students Placed by Parents within system	(6b) # Of Private School Students (6a) Served by LEA This School Year
Autism	5	22			5	22	4	9				
Blind	1	3			1	3		2				
Deaf-Blindness					0	0						
Deafness					0	0						
Developmental Delay	59	65			59	65	52	24				
Emotional Disturbance		20			0	20		7				
Hearing Impairments	3	12			3	12	2					
Intellectually Gifted		48			0	48						
Language Impairments	7	282			7	282	3	12				
Mental Retardation		57			0	57		29				
Multiple Disabilities		8			0	8		4				
Orthopedic Impairments	3	8			3	8	1	3				
Other - Functional Delay		34			0	34		4				
Other - Health Impairments	2	117			2	117	1	10				
Specific Learning Disabilities		388			0	388		11				
Speech Impairment	62	250			62	250	2	1				
Traumatic Brain Injury	1	3			1	3	1					
Visual Impairments		4			0	4		1				
TOTAL	143	1321	0	0	143	1321	66	117	0	0	0	0
	Grand Total		1464									

B. OPTIONS TO BE PROVIDED*

1. AGES 3 – 5

OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5	OPTION 6*	OPTION 7	OPTION 8**	OPTION 9	OPTION 10	TOTAL
3	104	9		37	1	1	3		2	160

B. OPTIONS TO BE PROVIDED*

2. AGES 6 -21

OPTION 1	OPTION 2	OPTION 3	OPTION 4	OPTION 5	OPTION 6*	OPTION 7	OPTION 8**	OPTION 9	OPTION 10	TOTAL
218	580	240	239	108	13	75	28		9	1510

* This is a **duplicated count** and should reflect both primary and one secondary option of service.

** For each option 6 student there is at least $\frac{1}{2}$ FTE of an education assistant or interpreter position budgeted in general purpose funds.

***Since Option 8 includes 2 related services, students reported in Option 8 should not be reported in another Option.

Do not place 0's in columns with no students.

TRR & MS 0520-1-9-.03 (1)(k)

C. FINANCIAL INFORMATION

1. PERMISSIVE USE OF FUNDS

AFTER reading the requirements on the corresponding form, please answer yes or no to each of the following items (A, B, and C). Any yes response requires completion of a corresponding form that follows. If no is answered on all three items, continue completing the application and disregard the attached forms for these permissive programs.

 Yes X No **A. Adjustment to Local Effort in Certain Fiscal Years.** IDEA 04 allows a LEA to treat up to 50% of the **increase** in IDEA funds from the previous year as local funds. If a LEA decides to use these funds, it must use the form below to calculate the maximum available to be used as local funds.

If an applicant utilizes these funds, you must show the calculations on the corresponding form. (*Use form on Page 5A*)

NOTE: Early Intervening Services will impact the amount of funds available for Local Effort.

 Yes X No **B. Permissive Use of IDEA funds for Schoolwide Program.** IDEA allows a LEA to use funds to carry out a schoolwide program under Section 1114 of ESEA. If an applicant utilizes these funds, you will report the designated amount for each school and ensure that excess cost and service requirements are met. (*Use form on Page 5B*)

 Yes X No **C. Permissive Use of IDEA funds for Early Intervening Services.** IDEA allows a LEA to use up to 15% of funds, in combination with other amounts (other than education funds), to develop and implement coordinated early intervening services, which may include interagency financing structures, for students in kindergarten through grade 12 (with particular emphasis on students in kindergarten through grade 3) who have **not been identified** as needing special education or related services but who need additional academic and behavioral **support to succeed in a general education environment**.
(*Use form on Page 5C*)

NOTE: If an LEA is determined to have significant disproportionality based on race and ethnicity utilizing state criteria, the LEA must utilize Early Intervening Services (Section 618 (d)(2)(B)). The amount expended by an LEA under Early Intervening Services shall count toward the maximum amount of expenditures such LEAs may reduce in Item “A” *Adjustment to Local Effort* (above).

If an applicant utilizes these funds, you must show the calculations on the corresponding form.

C. FINANCIAL INFORMATION

2. Estimated Expenditures

Education for Students with Disabilities

ACCOUNT NO 71200	EXPENDITURES INSTRUCTION (71000) SPECIAL EDUCATION PROGRAM (71200)	GENERAL PURPOSE FUND	*FTE POSITIONS	IDEA PART B	* POS	TRR&MS 0520-1-9-03 (2) (k) (7) 0520-1-9-03 (1) (k) (2) EDGAR Sect 80.20 (a) (2) (Subpart C (b) (4))	*FTE POSITIONS
116	Teachers	1,999,875	49	61,862	X		
117	Career Ladder Program	26,000	XXXXXXX	XXXXXXX			XXXXXXX
127	Career Ladder Extended Contracts	2,000	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX
128	Homebound Teachers	55,000	1				
162	Clerical Personnel						
163	Educational Assistants	134,794	11	548,030	68	30,050	2.5
171	Speech Pathologist	339,435	8	27,030	1		
189	Other Salaries & Wages	100,000	7	104,136	4		
195	Certified Substitute Teachers	6,000					
198	Non-Certified Substitute Teachers	32,000					
201	Social Security	161,042	XXXXXXX	45,946	XXXXXXX	1,863	XXXXXXX
204	State Retirement	187,558	XXXXXXX	101,303	XXXXXXX	4,108	XXXXXXX
206	Life Insurance	1,858	XXXXXXX		XXXXXXX		XXXXXXX
207	Medical Insurance	388,500	XXXXXXX	218,865	XXXXXXX	10,000	XXXXXXX
208	Dental Insurance		XXXXXXX		XXXXXXX		XXXXXXX
210	Unemployment Compensation		XXXXXXX		XXXXXXX		XXXXXXX
212	Employer Medicare	37,664	XXXXXXX	10,745	XXXXXXX	436	XXXXXXX
299	Other Fringe Benefits	1,000	XXXXXXX		XXXXXXX		XXXXXXX
310	Contracts With Other Public Agencies		XXXXXXX		XXXXXXX		XXXXXXX
311	Contracts With Other School Systems		XXXXXXX		XXXXXXX		XXXXXXX
312	Contracts With Private Agencies		XXXXXXX		XXXXXXX		XXXXXXX
322	Evaluation & Testing		XXXXXXX		XXXXXXX		XXXXXXX
330	Operating Lease Payments		XXXXXXX		XXXXXXX		XXXXXXX
336	Maintenance And Repair Services -		XXXXXXX		XXXXXXX		XXXXXXX
356	Tuition		XXXXXXX		XXXXXXX		XXXXXXX
369	Contracts for Substitute Teachers -		XXXXXXX		XXXXXXX		XXXXXXX
370	Contracts for Substitute Teachers - Non-		XXXXXXX		XXXXXXX		XXXXXXX
399	Other Contracted Services	10,000	XXXXXXX		XXXXXXX		XXXXXXX
429	Instructional Supplies & Materials	15,000	XXXXXXX		XXXXXXX		XXXXXXX
449	Textbooks		XXXXXXX		XXXXXXX		XXXXXXX
499	Other Supplies & Materials		XXXXXXX		XXXXXXX		XXXXXXX
535	Fee Waivers	2,084	XXXXXXX		XXXXXXX		XXXXXXX
599	Other Charges (TSTW SUPPLIES)	4,000	XXXXXXX		XXXXXXX		XXXXXXX
725	Special Education Equipment		XXXXXXX		XXXXXXX		XXXXXXX
71200	TOTAL EXPENDITURES	3,503,810	XXXXXXX	1,117,917	XXXXXXX	46,457	XXXXXXX

Special Education Expenses Only

FTE Positions: Full time equivalency – **use two decimals**.Line item substitutions or additions shall NOT be made.

All personnel must be verified with budget allocation. Do not put numbers in XXX blocks

ROUND TO NEAREST DOLLAR

C. FINANCIAL INFORMATION (Continued)

2. Estimated Expenditures
Education for Students with Disabilities

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND	*FTE Positions	IDEA PART B	*FTE Positions	PRESCHOOL GRANT	*FTE Positions
72220	SUPPORT SERVICES (72000) INSTRUCTIONAL STAFF (72200) SPECIAL EDUCATION PROGRAM STAFF (72220)						
105	Supervisor/Director	77,207	1				
117	Career Ladder Program	3,000	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX
124	Psychological Personnel	42,586	1				
127	Career Ladder Extended Contracts	2,000	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX	XXXXXXX
135	Assessment Personnel	180,051	4				
161	Secretary(s)	22,568	1				
162	Clerical Personnel						
171	Speech Pathologist (Supervisory)	87,060	2				
189	Other Salaries & Wages	25,994	1				
196	In-Service Training		XXXXXXX		XXXXXXX		XXXXXXX
201	Social Security	27,247	XXXXXXX		XXXXXXX		XXXXXXX
204	State Retirement	31,734	XXXXXXX		XXXXXXX		XXXXXXX
206	Life Insurance	87	XXXXXXX		XXXXXXX		XXXXXXX
207	Medical Insurance	33,000	XXXXXXX		XXXXXXX		XXXXXXX
208	Dental Insurance		XXXXXXX		XXXXXXX		XXXXXXX
210	Unemployment Compensation		XXXXXXX		XXXXXXX		XXXXXXX
212	Employer Medicare	6,372	XXXXXXX		XXXXXXX		XXXXXXX
299	Other Fringe Benefits	33	XXXXXXX		XXXXXXX		XXXXXXX
307	Communication		XXXXXXX		XXXXXXX		XXXXXXX
308	Consultants		XXXXXXX		XXXXXXX		XXXXXXX
330	Operating Lease Payments		XXXXXXX		XXXXXXX		XXXXXXX
336	Maintenance & Repair Services -Equipment	1,000	XXXXXXX		XXXXXXX		XXXXXXX
348	Postal Charges		XXXXXXX		XXXXXXX		XXXXXXX
355	Travel	20,000	XXXXXXX		XXXXXXX	1,000	XXXXXXX
399	Other Contracted Services		XXXXXXX	60,000	XXXXXXX		XXXXXXX
499	Other Supplies & Materials	2,000	XXXXXXX	40,000	XXXXXXX	1,578	XXXXXXX
524	In-Service/Staff Development	4,500	XXXXXXX	60,000	XXXXXXX		XXXXXXX
599	Other Charges (cell phones)		XXXXXXX	5,000	XXXXXXX		XXXXXXX
790	Other Equipment >100/<5000		XXXXXXX	10,000	XXXXXXX		XXXXXXX
72220	TOTAL EXPENDITURES	566,439	XXXXXXX	175,000	XXXXXXX	2,578	XXXXXXX

Special Education Expenses Only

*FTE Positions: Full time equivalency – use two decimals.

Line item substitutions or additions shall NOT be made.

All personnel must be verified with budget allocation. Do not put numbers in XXX blocks.

ROUND TO NEAREST DOLLAR

C. FINANCIAL INFORMATION (continued)
2. Estimated Expenditures for Education for Students with Disabilities

ACCOUNT NO.	EXPENDITURES	GENERAL PURPOSE FUND	*FTE POSITIONS	IDEA PART B	*FTE POSITIONS	PRESCHOOL GRANT	*FTE POSITIONS
72710	SUPPORT SERVICES (72000) STUDENT TRANSPORTATION (72700) TRANSPORTATION (72710)						
105	Supervisor/Director						
142	Mechanic(s)						
146	Bus Drivers			221,006	21		
162	Clerical Personnel						
189	Other Salaries & Wages						
196	In-Service Training						
201	Social Security	XXXXXXX	14,012	XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
204	State Retirement	XXXXXXX	30,212	XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
206	Life Insurance	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
207	Medical Insurance	XXXXXXX	66,491	XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
208	Dental Insurance	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
210	Unemployment Compensation	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
212	Employer Medicare	XXXXXXX	3,277	XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
299	Other Fringe Benefits	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
307	Communication	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
311	Contracts with Other School Systems	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
312	Contracts with Private Agencies	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
313	Contracts with Parents	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
314	Contracts with Public Carriers	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
315	Contracts with Vehicle Owners	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
329	Laundry Service	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
330	Operating Lease Payments	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
338	Maintenance & Repair Service -Vehicles	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
340	Medical & Dental Services	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
348	Postal Charges	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
351	Rentals	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
355	Travel	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
399	Other Contracted Services	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
412	Diesel Fuel	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
418	Equipment & Machinery Parts	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
424	Garage Supplies	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
425	Gasoline	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
433	Lubricants	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
450	Tires & Tubes	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
453	Vehicle Parts	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
499	Other Supplies & Materials	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
511	Vehicle & Equipment Insurance	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
524	In-Service/Staff Development	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
599	Other Charges (Specify)	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
701	Administration Equipment	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
729	Transportation Equipment	XXXXXXX		XXXXXXXXXX	XXXXXXXXXX		XXXXXXXXXX
72710	TOTAL EXPENDITURES	0	XXXXXXX	334,998	XXXXXXXXXX	0	XXXXXXXXXX

Special Education Expenses Only

*FTE Positions: Full time equivalency – **use two decimals**Line item substitutions or additions shall **NOT** be made.

All personnel must be verified with budget allocation. Do not put numbers in XXX blocks.

ROUND TO NEAREST DOLLAR

C. FINANCIAL INFORMATION (continued)**3. Estimated Expenditure Summary
Education for Students with Disabilities**

ACCOUNT SERIES	EXPENDITURES	GENERAL PURPOSE FUND	IDEA	PRESCHOOL
71150	Alternative Schools			
71200	Special Education Program	3,503,810	1,117,917	46,457
72120	Health Services			
72130	Other Student Support			
72215	Alternative Instruction Program			
72220	Special Education Program Staff	566,439	175,000	2,578
72410	Office of Principal			
72710	Transportation		334,998	
99100-590	Transfer Out of Funds: Indirect Cost *	XXXXXXX	13,590	411
99100-590	Permissive Use of Funds:	XXXXXXX	XXXXXXX	XXXXXXX
	A. Adjustment to Local Effort	XXXXXXX		XXXXXXX
	B. School Wide	XXXXXXX		XXXXXXX
	C. Early Intervening Services	XXXXXXX		XXXXXXX
TOTAL EXPENDITURES		4,070,249	1,641,505	49,446

Indirect Cost Rate: .84%**Note: Subtract out all expenditures for equipment prior to determining indirect cost amounts.****Do Not include any “Permissive Use of Funds” expenditures when determining indirect cost amounts.**

C. FINANCIAL INFORMATION (continued)

IDEA, PART B PRESCHOOL GRANT

4. Equipment Purchase Requiring Prior Approval

THIS INCLUDES EQUIPMENT HAVING A USEFUL LIFE OF MORE THAN
ONE YEAR AND AN ACQUISITION COST OF \$5,000.00 OR MORE PER
UNIT.

BUDGET CODES	QUANTITY	DESCRIPTION	UNIT COST	TOTAL COST	JUSTIFICATION FOR PURCHASE OF EACH ITEM
		N A		0.00 0.00	

DUPLICATE FORM AS NEEDED (COMPUTE GRAND TOTAL MANUALLY)

**GRAND TOTAL
EQUIPMENT \$**

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page

LEA: 900 Washington County

IDEA, PART B PRESCHOOL GRANT

Special Education Instruction Program

	Acct. No. 71200	Description	Justification	
X	116	Teachers	To pay for teachers working with SE students	
	128	Homebound Teachers	To pay for homebound teachers working w/ SE students	
	162	Clerical Personnel	To pay for SE clerical personnel	
X	163	Educational Assistants	To pay for SE educational assistants	
X	171	Speech Pathologist	To pay for SE speech pathologist	
X	189	Other Salaries & Wages (Specify)	To pay TSTW Job Coaches	
	195	Certified Substitute Teachers	Certified Substitutes for SE teachers	
	198	Non-Certified Substitute Teachers	Non-Certified Substitutes for SE teachers	
X	201	Social Security	Fringe benefits for above salaries	
X	204	State Retirement	Fringe benefits for above salaries	
	206	Life Insurance	Fringe benefits for above salaries	
X	207	Medical Insurance	Fringe benefits for above salaries	
	208	Dental Insurance	Fringe benefits for above salaries	
	210	Unemployment compensation	Fringe benefits for above salaries	
X	212	Employer Medicare	Fringe benefits for above salaries	
	299	Other Fringe Benefits (Specify)		
	310	Contracts with other Public Agencies	Contract with:	For:
	311	Contracts with other School Systems	Contract with:	For:
	312	Contracts with Private Agency	Contract with:	For:
	322	Evaluation & Testing	To evaluate and test S. E. students	
	330	Operating Lease Payments (Specify)		
	336	Maintenance & Repair Services-Equipment	To maintain and repair SE equipment	
	356	Tuition	To pay tuition for SE students unable to afford it	
	369	Contracts for Substitute Teachers - Certified	To pay actual contracts for certified SE substitute teachers	
	370	Contracts for Substitute Teachers – Non-Certified	To pay actual contracts for non-certified SE substitute teachers	
	399	Other Contracted Services (Specify)		
	429	Instructional Supplies & Materials	To purchase supplemental supplies/materials for the SE classroom	
	449	Textbooks	To purchase supplementary textbooks for SE students	
	499	Other Supplies & Materials (Specify)		
	535	Fee Waivers	To pay fees for SE students that cannot afford them	
	599	Other Charges (Specify)		
	725	Special Education Equipment *		

LEA: 900 Washington County

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page

IDEA, PART B

PRESCHOOL GRANT

Special Education Instruction Program

Acct. No. 71200	Description	Justification	
116	Teachers	To pay for teachers working with SE students	
128	Homebound Teachers	To pay for homebound teachers working w/ SE students	
162	Clerical Personnel	To pay for SE clerical personnel	
x 163	Educational Assistants	To pay for SE educational assistants	
171	Speech Pathologist	To pay for SE speech pathologist	
189	Other Salaries & Wages (Specify)		
195	Certified Substitute Teachers	Certified Substitutes for SE teachers	
198	Non-Certified Substitute Teachers	Non-Certified Substitutes for SE teachers	
x 201	Social Security	Fringe benefits for above salaries	
x 204	State Retirement	Fringe benefits for above salaries	
206	Life Insurance	Fringe benefits for above salaries	
x 207	Medical Insurance	Fringe benefits for above salaries	
208	Dental Insurance	Fringe benefits for above salaries	
210	Unemployment compensation	Fringe benefits for above salaries	
x 212	Employer Medicare	Fringe benefits for above salaries	
299	Other Fringe Benefits (Specify)		
310	Contracts with other Public Agencies	Contract with:	For:
311	Contracts with other School Systems	Contract with:	For:
312	Contracts with Private Agency	Contract with:	For:
322	Evaluation & Testing	To evaluate and test S. E. students	
330	Operating Lease Payments (Specify)		
336	Maintenance & Repair Services-Equipment	To maintain and repair SE equipment	
356	Tuition	To pay tuition for SE students unable to afford it	
369	Contracts for Substitute Teachers - Certified	To pay actual contracts for certified SE substitute teachers	
370	Contracts for Substitute Teachers – Non-Certified	To pay actual contracts for non-certified SE substitute teachers	
399	Other Contracted Services (Specify)		
429	Instructional Supplies & Materials	To purchase supplemental supplies/materials for the SE classroom	
449	Textbooks	To purchase supplementary textbooks for SE students	
499	Other Supplies & Materials (Specify)		
535	Fee Waivers	To pay fees for SE students that cannot afford them	
599	Other Charges (Specify)		
725	Special Education Equipment *		

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page

LEA: 900 Washington County

IDEA, PART B PRESCHOOL GRANT

Support Services/Special Education Program

Acct. No. 72220	Description	Justification
105	Supervisor/Director	Pay salary for SE Supervisor/Director
124	Psychological Personnel	To pay salary of SE psychologist
135	Assessment Personnel	To pay salary of SE assessment personnel
161	Secretary(s)	To pay salary of SE secretary
162	Clerical Personnel	To pay salary of SE clerks
171	Speech Pathologist	To pay for SE speech pathologist for supervisory services
189	Other Salaries and Wages (Specify)	
196	In-Service Training	Pay for training of SE support staff
201	Social Security	Fringe benefits for above personnel
204	State Retirement	Fringe benefits for above personnel
206	Life Insurance	Fringe benefits for above personnel
207	Medical Insurance	Fringe benefits for above personnel
208	Dental Insurance	Fringe benefits for above personnel
210	Unemployment Compensation	Fringe benefits for above personnel
212	Employer Medicare	Fringe benefits for above personnel
299	Other Fringe Benefits (Specify)	
307	Communication	SE communication costs
308	Consultants	To pay consultants For:
330	Operating Lease Payments (Specify)	
336	Maintenance & Repair Services-Equipment	To maintain and repair SE equipment
348	Postal Charges	To pay for postal charges for SE programs
x 355	Travel	Travel for SE support Staff For:
399	Other Contracted Services (Specify)	
x 499	Other Supplies & Materials (Specify)	Consumable classroom supplies and materials
524	In-Services/Staff Development	Staff development for SE support staff
599	Other Charges (Specify)	
790	Other Equipment (Specify)	

C. FINANCIAL INFORMATION
5. Estimated Expenditure Justification Page

LEA: 900 Washington County

IDEA, PART B PRESCHOOL GRANT

Support Services/Special Education Program

Acct. No. 72220	Description	Justification	
105	Supervisor/Director	Pay salary for SE Supervisor/Director	
124	Psychological Personnel	To pay salary of SE psychologist	
135	Assessment Personnel	To pay salary of SE assessment personnel	
161	Secretary(s)	To pay salary of SE secretary	
162	Clerical Personnel	To pay salary of SE clerks	
171	Speech Pathologist	To pay for SE speech pathologist for supervisory services	
189	Other Salaries and Wages (Specify)		
196	In-Service Training	Pay for training of SE support staff	
201	Social Security	Fringe benefits for above personnel	
204	State Retirement	Fringe benefits for above personnel	
206	Life Insurance	Fringe benefits for above personnel	
207	Medical Insurance	Fringe benefits for above personnel	
208	Dental Insurance	Fringe benefits for above personnel	
210	Unemployment Compensation	Fringe benefits for above personnel	
212	Employer Medicare	Fringe benefits for above personnel	
299	Other Fringe Benefits (Specify)		
307	Communication	SE communication costs	
308	Consultants	To pay consultants	For:
330	Operating Lease Payments (Specify)		
336	Maintenance & Repair Services-Equipment	To maintain and repair SE equipment	
348	Postal Charges	To pay for postal charges for SE programs	
355	Travel	Travel for SE support Staff	For:
X	399 Other Contracted Services (Specify)	To pay for Physical Therapy Services	
X	499 Other Supplies & Materials (Specify)	To pay for Special Education classroom materials and supplies >\$100/<\$5000	
X	524 In-Services/Staff Development	Staff development for SE support staff	
X	599 Other Charges (Specify)	To pay for Cell Phones for Bus Drivers	
X	790 Other Equipment (Specify)	Equipment > \$100/ <\$5000/ supplies for computers- (printers, ink and toners)	



IDEA, PART B



PRESCHOOL GRANT

Transportation

	Acct. No 72710	Description	Justification
	105	Supervisor/Director (Specify)	
	142	Mechanic(s)	
X	146	Bus Drivers	Special Education bus drivers to transport special education students
	162	Clerical Personnel	
	189	Other Salaries & Wages (Specify)	
	196	In-Service Training	In-service training for approved special education personnel above
X	201	Social Security	Fringe benefits for approved personnel above
X	204	State Retirement	Fringe benefits for approved personnel above
	206	Life Insurance	Fringe benefits for approved personnel above
X	207	Medical Insurance	Fringe benefits for approved personnel above
	208	Dental Insurance	Fringe benefits for approved personnel above
	210	Unemployment Compensation	Fringe benefits for approved personnel above
X	212	Employer Medicare	Fringe benefits for approved personnel above
	299	Other Fringe Benefits (Specify)	
	307	Communication	SE communication costs
	311	Contract with Other School Systems (Specify)	
	312	Contracts with Private Agencies (Specify)	
	313	Contracts with Parents	
	314	Contracts with Public Carriers	
	315	Contracts with Vehicle Owners	
	329	Laundry Service	
	330	Operating Lease Payments	
	338	Maintenance & Repair Service – Vehicles	Maintenance and repair of special education purchased vehicles
	340	Medical and Dental Services	
	348	Postal Charges	To pay postal charges re: communication
	351	Rentals	
	355	Travel	
	399	Other Contracted Services (Specify)	
	412	Diesel Fuel	
	418	Equipment and Machinery Parts	For special education purchased vehicles
	424	Garage Supplies	For special education purchased vehicles
	425	Gasoline	For special education purchased vehicles
	433	Lubricants	For special education purchased vehicles
	450	Tires and Tubes	For special education purchased vehicles
	453	Vehicle Parts	For special education purchased vehicles
	499	Other Supplies & Materials (Specify)	
	511	Vehicle & Equipment Insurance	To pay insurance for vehicles and equipment used to transport SE students
	524	In-Service/Staff Development	Staff Development for above approved special education personnel
	599	Other Charges (Specify)	
	701	Administration Equipment	See equipment page for specific items to be purchased
	729	Transportation Equipment	See equipment page for specific items to be purchased

LEA: 900 Washington County

C. FINANCIAL INFORMATION (continued)

**6. General Purpose Funds Only
Non-Supplanting/Maintenance of Effort**

a. Expenditures for 2005-2006

Actual amount expended for students with disabilities served (Table 9, End of Year Report, 2005 - 2006)	\$ 3,785,155
Total unduplicated count of disabled students served by the school system (End of Year Report 2005-2006)	1511
Per pupil expenditures 2005-2006 Divide a (1) by a (2)	\$ 2505
	<hr/>

b. Expenditures for 2006-2007

1. Actual amount expended for students with disabilities served (State S.E. Expenditure Report, 2006 - 2007)	\$ 3,826,216
2. Total unduplicated count of disabled students served by the school system (End of Year Report 2006-2007)	1566
3. Per pupil expenditures 2006-2007 Divide a (1) by a (2)	\$ 2443
	<hr/>

c. Expenditures for 2007-2008 *

1. Actual or <u>projected</u> (Circle one) amount expended for students with disabilities served (State S.E. Expenditure Report, 2007 - 2008)	\$ 3,992,889
2. Total unduplicated count of disabled students served by the school system (End of Year Report, 2007-2008)	1464
3. Per pupil actual or projected expenditures 2007-2008 Divide b (1) by b (2)	\$ 2727
4. System's total net enrollment (All Students)	9508
Percentage of S.E. Students (Divide c.2 by c.4)	<hr/>
	<hr/>

DOE USE ONLY

\$

\$

d. Projected Expenditures for 2008-09

(Page 14, Total Expenditures General Purpose Funds)

\$ 4,070,249

* **NOTE: If c.1. and c.3 are less than b.1 and b.3.**, a maintenance of effort problem has occurred. Please submit documentation that justifies this expenditure. Acceptable reasons to reduce MOE are provided at 34 CFR Part. 300. 204 *Exception to maintenance of effort*. Funding will be held until this is corrected or justified. **If d. is less than c.1.**, a potential maintenance of effort problem may occur. Work closely with your finance office/management consultant during this school year.

APPENDIX

Comprehensive Application for SPED Checklist

TABLE OF CONTENTS

	PAGE
Check List.....	1-4
Indirect Cost (Restricted Rate) Worksheet.....	5

**Comprehensive Application for
Special Education Services
Checklist**

Page -Cover Page

LEA SEA

- ALL items in box labeled "To be Completed by Local School System" have been answered.
- The Director of Schools has signed and dated the plan.

Comments:

Part I –Compliance Assurances

Pages 1-2 – *Compliance Assurances*

- Pages are included.
- Signed and dated by the Director of Schools.

Part II – Statistical Information

Page 3 – *Children with Disabilities to Receive FAPE Services from the School System*

- Name of School System is given at top of page
- Boxes in Column 1 are completed appropriately by primary disability, by age span and are totaled correctly at bottom of page. (May use end of year report as a method of projecting numbers for new fiscal year.)
- For Column 2 include any students served full-time by contractual agreement. The LEA must submit a contract for any full-time Special Education placements to be approved by the Commissioner within 30 days of initiation of the contract. Totals are correct at bottom of column.
- Totals in Column 3 are correct for each grade span and at bottom of page.
- The total 3 – 5 year olds to receive FAPE is the same or less than the total number by option and disability given on page 4.
- The total 6 – 21 year olds to receive FAPE is the same or less than the total number by option and disability given on page 4.
- Columns 4 – 6b are filled out as appropriate and totaled correctly
- Grand total is correct.

Comments: *The numbers on this page represent an unduplicated count (head count) of students.*

Page 4 – *Options to be Provided (Ages 3-5) and (Ages 6-21)*

- Name of School System is given at top of page.
- Indicate number of children served by option. This is a duplicated count and should reflect both primary and one secondary option of service.

- The total by option and disability either equals the total of Column 3 on Page 3 for 3-5 year olds or is no more than double that number.
- Check total number given for Option 6. For each option 6 student there is at least $\frac{1}{2}$ FTE of an education assistant or interpreter position budgeted in general purpose funds..

Comments: *The LEA is strongly encouraged to use the End of Year Report as a guideline for filling out this page. This is a duplicated count (service count) of students served.*

Page 5 – Permissive Use of Funds

LEA SEA

- Use of Funds as Local Funds worksheet Page 5 is completed.
- Use of Funds as Local Funds (5A) worksheet is completed if LEA is requesting this option.
- Use of Funds as Local Funds (5B) worksheet is completed if LEA is requesting this option.
- Use of Funds as Local Funds (5C) worksheet is completed if LEA is requesting this option.
- Front of Comprehensive Application is marked showing Use of Funds to be utilized.

Pages 6 -13 – Estimated Expenditures

LEA SEA

- Name of School System is given at top of page.
- Total expenditures for each budget (General Purpose, IDEA Part B, & Preschool) are calculated correctly.
- FTE positions are given for appropriate account numbers.
- Check the total number given for Option 6 on page 4. For each option 6 student there is at least $\frac{1}{2}$ FTE of an education assistant or interpreter position budgeted in general purpose funds.
- If equipment is over \$5,000 per unit being purchased with Part B or Preschool funds, there is a corresponding equipment page.
- All amounts are rounded to the nearest dollar.
- Check contracted services amount against page 3, Column 2. If contracted services are paid from the general purpose budget, the LEA may be eligible for partial reimbursement.
- Total allocations for both Part B and Preschool have been budgeted.
- Any budget code with the description “Other ” must be detailed in the plan.

Comments: *Budget code substitutions or additions cannot be made in the budget.*

Page 14 – Estimated Expenditure Summary

- Name of LEA is given at top of page.
- Budgeted amounts for each account series and fund types have been transferred correctly from corresponding budget pages.
- Calculations for each fund type (General Purpose, Idea Part B, and Preschool) are correct.
- Total expenditures for general purpose funds match total on page 16, item c.
- If the LEA is going to reduce their level of local expenditures of special education services, the correct column is filled in and computed correctly.
 - Total award has been budgeted correctly.
 - Indirect cost has been calculated correctly. Equipment and any monies budgeted under permissive use of funds have been subtracted prior to figuring indirect costs.
 - Total IDEA, Part B and Preschool as well as all competitive awards have been transferred to the front of the Comprehensive Application.

Calculation for indirect cost: Total Allocation –Any Equipment and/or Permissive Use of Funds = Allocation (less equipment) / Indirect Cost Rate (1.00 _ or 1.0 _ _) X Indirect Cost % = Maximum Indirect Cost (See sample attached)

Page 15 – Equipment List (IDEA & PreSchool only)

- Name of School System is listed at top of page.
- Any equipment budgeted under IDEA Part B or Preschool requiring prior approval is accounted for on this page.
- Budget codes are correct.
- Description is appropriate for definition of equipment.
- Quantity, Unit Cost, and Total Cost are correct. (**Unit cost is \$5,000 or more; see comments below.**)
- Justification is given for each item purchased and is appropriate for the account under which equipment is budgeted. Justification is tied to the child's IEP or needs.
- Total for page is correct.
- If more than one page is needed, grand total of equipment is correct.

Comments: *Equipment requiring prior approval is defined as property having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit. Minor sensitive equipment are items costing \$100 or more with a life expectancy of three years or longer.*

Equipment must be kept on inventory. For equipment that is lost, stolen, or no longer useable, a letter of disposition must be addressed to the Director of Program Management Services and submitted to your Management Consultant.

Materials and software are not to be included on this page.

Pages – Line Item Justification for the Expenditures of IDEA, Part B & PreSchool Funds

- There is a justification for each budgeted account number under the Part B or Preschool funds and the account code is marked.
- Account numbers and description of expenditures (complete account name) match the budget.
- Justifications are added for all account codes which say “Specify” and for any items without prewritten justifications
- All equipment costing \$100 or more but less than \$5,000 is specified on the appropriate justifications page.

Comments: *Do not include numbers of personnel in the budget justifications—the appropriate numbers have already been included on the budget pages.*

Page 16 – Non-Supplanting/Maintenance of Effort

LEA SEA

- Name of School System is listed at top of page.
- Expenditures for items “a” and “b” have been cross-checked with the previous year’s comprehensive application and match those figures.
- Item c (1), either actual or projected is circled.
- If actual figures used, amounts are transferred from State Special Education Expenditure Report correctly.
- The total unduplicated count of disabled students served agrees with the June End of Year Report.
- Division is correct.
- If the LEA is not expending more money (total or per pupil) in item “c” than in item “b”, a letter, signed by the Director of Schools must be included with justifications and specific expenditure amounts that equal or exceed the difference
- Item “d”—the amount of total expenditures from general purpose funds has been transferred accurately from page 14.
- Amount given in item “d” is greater than amount given in Item c (1). **If no**, LEA is notified of potential maintenance of effort problem.
- Management Consultant has checked and verified the three (3) years worth of expenditures for accuracy.

Calculation of
Indirect Cost (Restricted Rate)

$$\begin{array}{r}
 1,641,505 \\
 - 10,000 \\
 \hline
 \text{Total IDEA Allocation} - \frac{\text{Any Equipment and/or permissive use of funds}}{1,631,505} = \frac{1.0084}{\text{Allocation (less Equip.)}} / \frac{.84}{\text{Ind. Cost}} X \frac{1.0084}{\text{Ind. Cost %}} = \frac{13,590.48}{\text{Max. Indirect Cost}}
 \end{array}$$

$$\begin{array}{r}
 49,446 \\
 .00 \\
 \hline
 \text{Total PS Allocation} - \frac{\text{Any Equipment}}{49,446} = \frac{1.0084}{\text{Allocation (less Equip.)}} / \frac{.84}{\text{Ind. Cost}} X \frac{1.0084}{\text{Inc. Cost %}} = \frac{411.88}{\text{Max. Indirect Cost}}
 \end{array}$$

SAMPLE:

System: Tennessee City Schools
 Indirect Cost Rate: 1.23%

$$\begin{array}{r}
 8,605,566 \\
 - 15,000 \\
 \hline
 \text{Total IDEA Allocation} - \frac{\text{Equipment and/or permissive use of funds}}{8,590,566} = \frac{1.0123}{\text{Allocation (less Equip.)}} / \frac{1.23\%}{\text{Ind. Cost}} = \frac{8,486,185.91}{\text{Ind. Cost %}} X \frac{1.23\%}{\text{Ind. Cost %}} = \frac{104,380.09}{\text{Max. Ind. Cost}}
 \end{array}$$

System: Volunteer County Schools
 Indirect Cost Rate: 0.81%

$$\begin{array}{r}
 74,152 \\
 0 \\
 \hline
 \text{Total PS Allocation} - \frac{\text{Equipment}}{74,152} = \frac{1.0081}{\text{Allocation (less Equip.)}} / \frac{.81\%}{\text{Ind. Cost}} = \frac{73,556.19}{\text{Ind. Cost %}} X \frac{.81\%}{\text{Ind. Cost %}} = \frac{595.81}{\text{Max. Ind. Cost}}
 \end{array}$$